

REQUESTING:

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|-------------------------|------------------------|--------------------------|---------------------------------|
| 1. RECRUITMENT G | ELIGIBLE LIST G | CALL WHEN READY G | SEND INTER-OFFICE MAIL G |
| Requester: | Title: | Phone #: | Date: |

AGENCY/POSITION INFORMATION:

| CLASS CODE # | BUDGETED CLASS & OPTION | GRADE | CLASS CODE # | REQUESTED CLASS & OPTION <input type="checkbox"/> Same as budgeted class. If not, fill in below. | GRADE |
|--|-------------------------|----------|--------------------|---|--|
| | | | | | |
| EL OR LPC DESIGNATION IN CLASS PLAN: | | | | LOCATION OF VACANCY: | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | | |
| DEPARTMENT | DIVISION | BUDGET # | POSITION CONTROL # | TYPE OF POSITION | TIME BASE |
| | | | | <input type="checkbox"/> PERMANENT <input type="checkbox"/> OTHER (specify) | <input type="checkbox"/> FULL TIME (40 hrs.) <input type="checkbox"/> OTHER (specify) |

TYPE OF RECRUITMENT OR ELIGIBLE LIST REQUESTED:

| | | |
|----|------------------|---|
| 3. | <u>STANDARD:</u> | <div style="display: flex; justify-content: space-between;"> <div> Divisional Promotional Divisional/Departmental Promotional Divisional/Departmental/Statewide Promotional Divisional/Departmental/Statewide Promotional/Open Competitive Departmental Promotional (EL & LPC Classes Only) Statewide Promotional (EL & LPC Classes Only) Open Competitive (EL & LPC Classes Only) </div> <div style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div> |
|----|------------------|---|

- OR -

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| 4. | <u>NON-STANDARD:</u> | (For classes <u>not</u> having EL or LPC designation; also, appointing authority must certify below) |
| <div style="display: flex; justify-content: space-between;"> <div> Departmental Promotional Statewide Promotional Open Competitive </div> <div style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div> | | |
| <p>In accordance with the Rules for Personnel Administration, I certify that I have considered the following and it is in the best interest of the agency to expand the recruitment/eligible list to allow other groups to compete equally.</p> <ol style="list-style-type: none"> 1. The merit, fitness, efficiency, character, conduct and length of service of the employee, pursuant to NRS 284.295; 2. The need to provide to all citizens a fair and equal opportunity for public service, pursuant to NRS 284.010; 3. The composition of the work force in relation to the plan for affirmative action of the State of Nevada; 4. The needs of the agency in accomplishing its objectives, pursuant to NRS 284.020; and 5. The possibility of any loss in federal money or other sanctions that may be imposed. | | |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Signature of Appointing Authority</div> <div>_____ Date</div> </div> | | |